



**CITY OF BRANSON**  
**PLANNING & DEVELOPMENT**  
110 W MADDUX ST, SUITE 215  
PHONE: (417) 337-8547  
FAX: (417) 334-2391

FOR OFFICE USE ONLY: Permit No. _____
FEE: <b>\$50.00</b> (Non-Refundable)
DATE & INITIALS: _____
PAYMENT TYPE: <input type="checkbox"/> CASH _____
<input type="checkbox"/> CHECK # _____
<input type="checkbox"/> CREDIT CARD REF # _____
PUBLIC NOTICE DATE: _____
PUBLIC HEARING DATE: _____

## Building Code Board of Appeals

Applicant Name (Please Print): \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

Permit #: \_\_\_\_\_

Permit Street Address: \_\_\_\_\_

### REQUIRED INFORMATION TO BE INCLUDED BEFORE APPLICATION WILL BE ACCEPTED

- ☒ Please attach a copy of the inspection and/or letter that was denied.
- ☒ Please provide code sections affected by your request.
- ☒ Please provide a detailed description or reasoning of request. (Please use the attached sheet and additional sheets if necessary.)

**Applicant Requests:**  
(Please check any that apply)

- \_\_\_\_\_ The code was incorrectly interpreted.
- \_\_\_\_\_ The provisions of the code do not fully apply.
- \_\_\_\_\_ An equally good or better form of construction exists.

### PROPERTY OWNER/AGENT INFORMATION

Owner's Name (Please Print): \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

Agent's Name (Please Print): \_\_\_\_\_

Agent's Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

Agent's Signature: \_\_\_\_\_

[illegible]

## **CITY OF BRANSON BUILDING CODE BOARD OF APPEALS**

### **RULES OF PROCEDURE**

#### *A Building Code Board of Appeals Resolution*

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WHEREAS, the City of Branson has appointed a Building Code Board of Appeals; and,

WHEREAS, said Building Code Board of Appeals in an organizational meeting held October 1998, promulgated the rules of procedure as follows:

#### **Section 98 100.0 DENIAL OF PERMIT OR REJECTION OF INSPECTION.**

Upon denial to issue a building permit by the Building Official, or by his authorized designated deputy, the owner, or his duly authorized agent, shall have the right to appeal to the Building Code Board of Appeals.

**Section 98 101.0 FILING OF APPEAL.** The Planning & Development Department shall maintain a supply of appropriate forms on which to file an appeal. Notice of appeal must be filed, by the owner, or his duly authorized agent, in writing, with the Planning & Development Department.

**Section 98 101.1 MEETINGS.** Meeting shall be held at the call of the chairperson within ten days of the filing of the appeal and at other such times as the Building Code Board of Appeals may determine. All meetings shall be open to the public. The board shall hear the code official, the appellant, or his duly authorized agent, and any person whose interests are affected. Three (3) members of the Board shall constitute a quorum. A concurring vote of three members of the board is required to modify or reverse the decision of the Code Official. No action may be taken by the board if a quorum is not present, the hearing will be postponed to the next meeting, not to exceed thirty (30) days from the time the appeal was initially considered. Appellant shall have the right to request a postponement of any hearing when all five members are not present.

**Section 98 102.0 CONTENTS OF APPEAL.** Basic factual information is needed, such as the date on which the appeal is filed and the specific kind of relief sought. The burden of specificity is upon the owner, or his duly authorized agent. Architectural or engineering help should be used if necessary to convey the intent of the appeal. The appeal must inform the board why they, as a jurisdictional body, have the power to address this particular question. Such power must be allowed by law. The board cannot relax Fire or Life Safety Codes, or the intent of the Code.

Section 98 103.0 **CONDITIONS FOR RELIEF.** A modification or reversal of the Building Official shall find one of the following conditions:

- That the code was incorrectly interpreted.
- That the provisions of the code do not fully apply.
- That in the opinion of the Board, an equally good or better form of construction exists.

Relief should be granted only when an alternate method or material demonstrates compliance to the intent of the Codes.

Section 98 104.0 **COURT REVIEW.** If the appellant wishes to appeal the decision of the Building Code Board of Appeals, they shall have sixty (60) days which to do so to the appropriate court. If no appeal is made within sixty (60) days, the case is closed.

Section 98 105.0 **ORDERS AND DECISIONS.** The decision of the Board shall be by resolution, setting out findings and conclusions of the Board and shall specify as precisely as possible, the exact reason or reasons upon which the decision is based. The Building Official shall take immediate action in accordance with the decision.

**BE IT THEREFORE RESOLVED,** that the Building Code Board of Appeals for the City of Branson hereby adopts these **RULES OF PROCEDURE.**

**DONE THIS 12th DAY OF OCTOBER 1998, BY THE BUILDING CODE BOARD OF APPEALS FOR THE CITY OF BRANSON, MISSOURI.**

  
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GERALD ONEY, CHAIRMAN OF THE BOARD OF APPEALS  
\_\_\_\_\_  
JON PARISH, CERTIFIED BUILDING OFFICIAL